

**OCCUPATIONAL THERAPISTS AFFILIATED CREDENTIALING BOARD  
MINUTES  
DECEMBER 12, 2003**

**PRESENT:** Judith Ficks (via telephone), Cindy Erb, Linda Roos-Stutz

**STAFF PRESENT:** Thomas Ryan, Bureau Director; Wayne Austin, Legal Counsel;  
Pamela Meicher, Program Assistant

**GUESTS:** Linda M. Anderson, Wisconsin OT Association; Terri Black

**CALL TO ORDER**

Chair Judith Ficks called the meeting to order at 9:48 a.m.

**AGENDA**

**Amendments:**

Summary Reports on Pending Court Cases, Disciplinary Cases, Administrative  
Rules and Regulations

Total Pending Cases by Team and Status

Letter to the Editor – Does the Occupational Therapy Profession want OTLCC to  
continue or stop?

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the  
agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES FROM JULY 31 AND OCTOBER 10, 2003**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to approve the  
minutes of July 31 and October 10, 2003, as published. Motion  
carried unanimously.

**ADMINISTRATIVE REPORT**

**2004 Board Meeting Dates:**

Tom Ryan reviewed the 2004 meeting and screening dates with the Board. The Board has concerns with meeting only once every four months. Mr. Ryan suggested that teleconference calls could be scheduled for examinations between the scheduled meetings. The Board indicated that they do not like giving examinations over the phone and they agreed that at least one examiner needs to meet the applicant in person. The Board also voiced concerns over the two vacancies and hope that the Governor will appoint members soon.

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, in favor of approving the meeting and screening dates with additions as necessary to accommodate oral examinations and the option to schedule other meetings as necessary. Motion carried unanimously.

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, in favor of Judith Ficks drafting a letter to Secretary Strong Hill with concerns the Board has with meeting dates and vacancies on the Board. Motion carried unanimously.

**Testimony of Deputy Mary Schlaefer before the Joint Committee on Audit:**

Tom Ryan reported that the Legislative Audit Committee has requested an audit of the fee methodology currently in operation at the Department. Secretary Strong Hill would like the audit completed by January 2004, rather than the June 2004 deadline from the Committee. Ms. Strong Hill has asked all Boards to support the January date of completion.

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, in favor of the Board collaborating with Tom Ryan to draft a letter to the Legislative Audit Bureau with concerns on the fee structure and to request a timely completion of the fee audit. Motion carried unanimously.

**INFORMATIONAL ITEMS**

Noted.

**CLOSED SESSION**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to convene to closed session to consider individual histories or disciplinary data (Wis. Stat. § 19.85 (1) (f)). Roll Call vote: Judith Ficks-yes, Cindy Erb-yes, Linda Roos-Stutz-yes. Motion carried unanimously.

Open Session recessed at 10:39 a.m.

**RECONVENE INTO OPEN SESSION**

**MOTION:** Linda Roos Stutz moved, seconded by Cindy Erb, to reconvene into open session at 11:32 a.m. Motion carried unanimously.

### **APPROVE APPLICATION**

**MOTION:** Cindy Erb moved, seconded by Linda Roos Stutz, in favor of approving the application of Rebecca J. Printer. Motion carried unanimously.

### **EXAMINATION**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to grant a license to Kathy Wunsch. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Linda Roos-Stutz moved, seconded by Cindy Erb, to adjourn the meeting at 11:33 a.m. Motion carried unanimously.

**Next Meeting Date: Tuesday February 24, 2004**